



# CITY OF HOUSTON

## Job Posting

|                             |                               |
|-----------------------------|-------------------------------|
| Applications accepted from: | ALL PERSONS INTERETED         |
| Job Classification          | Financial Analyst III         |
| Posting Number              | PN# 103823                    |
| Department                  | Houston Airport System        |
| Division                    | Finance                       |
| Section                     | Various *                     |
| Reporting Location          | 16930 John F. Kennedy Blvd. * |
| Workdays & Hours            | Varied, normally M – F *      |
| *Subject to change          |                               |

### DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Assists in coordinating the development and implementation of a variety of financial programs, techniques and analyses to effectively prepare budgets, statistical reports and special projects. Compiles and interprets statistical data related to departmental operations and performance. Coordinates, prepares and reviews budget and economic projections and analyses in the formulation of the department's annual operating budget. Serves as liaison between divisions in reference to financial issues. Prepares forecasts/projections and explains variances as required. Performs special projects as requested and prepares various internal and external reports/correspondences.

### WORKING CONDITIONS

Performing these duties will involve: the ability to observe and differentiate details and colors; walk, climb, stand and sit for extended periods; lift, pull or push physical objects such as computers, office furniture or other equipment items in connection with inventory duties; operate city vehicles; be able to lift up to twenty (20); attend to details amid distractions; analyze abstract information; adjust to interruptions and changes; work at computer terminal for extended periods; and deal with people in tense situations. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

### MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Finance, Accounting, Business Administration or a closely related field.

### MINIMUM EXPERIENCE REQUIREMENTS

Four (4) years of professional experience in finance, economics, budget analysis or a closely related area. A Master's degree in Business Administration, Accounting or a closely related field may be substituted for two (2) years of the above experience requirement.

### MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

### PREFERENCES

Strong computer skills with proficiency in spreadsheets and databases. Ability to interact professionally with all levels in other city departments and owners/key personnel of tenants and customers, as well as Aviation employees at all levels.

### SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

### SAFETY IM PACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

|                                    |                                    |
|------------------------------------|------------------------------------|
| <u>Salary Range - Pay Grade 21</u> |                                    |
| \$1,436.00 - \$1,660.00 Biweekly   | \$37,336.00 - \$43,140.00 Annually |

### OPENING DATE

MARCH 30, 2005

### CLOSING DATE

OPEN UNTIL FILLED

### APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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